State Opioid Response (SOR) Grant Technical Assistance

AFA 1-2019 SA
AFA 2-2019 SA

January 2019

WEST VIRGINIA
Department of
Health & Human Resources
BUREAU FOR
BEHAVIORAL HEALTH

Learning Objectives

PURPOSE: To create an understanding of the standards and expectations of this Announcement of Funding Availability (AFA) cycle, as well as provide other useful guidelines and tips to be used during proposal preparation.

Technical Assistance Overview

- SOR Grant Highlights
- BBH AFA 101
- Fiscal and Legal Responsibilities
- Specialized AFA Support

State Opioid Response Grant (SOR)

WV has been awarded $28 million per year for 2 years.

How the Funds Can Be Used:

- Increase *access to Medication Assisted Treatment (MAT)* (methadone, buprenorphine, naltrexone)
- Reduce *unmet treatment need* (medication *and* psychosocial interventions)
- Reduce *opioid overdose-related deaths* through prevention, treatment, and recovery activities for Opioid Use Disorder (OUD).

SOR Required Activities - Part 1

- Implement service delivery models that enable a full spectrum of treatment and recovery services that result in:
  - ✓ Positive treatment outcomes
  - ✓ Long-term recovery

- Implement community recovery support services:
  - ✓ Peer supports
  - ✓ Recovery coaches
  - ✓ Recovery housing

- Implement prevention and education services including:
  - ✓ Training of peers and first responders on recognition and response to overdose
  - ✓ Community prevention efforts through messaging
  - ✓ Purchase and distribution of naloxone with training on usage

SOR Required Activities – Part 2

- Ensure that all applicable practitioners obtain a DATA waiver.
- Develop strategies to eliminate or reduce the treatment costs for the uninsured and underinsured.
- Provide treatment transitions and coverage for patients reentering the community from criminal justice or rehabilitative settings.
- Provide SAMSHA-funded Opioid Technical Assistance and Training (TA/T) on evidence-based practices to healthcare providers in the state who render services.

SOR Data Requirements

- Report client-level data (GPRA) on elements including but not limited to: diagnosis, demographic characteristics, substance use, services received, types of MAT received, length of stay in treatment, employment status, criminal justice involvement, and housing.

- Data will be collected via face-to-face interviews using this tool at four data collection points:
  - ✓ intake to services,
  - ✓ three months post intake,
  - ✓ six months post intake, and
  - ✓ at discharge.

- Recipients will be expected to do a GPRA interview on all clients in their specified unduplicated target number and are also expected to achieve a three-month follow-up rate of 80 percent and a six-month follow-up rate of 80 percent.

Person-Centered Care: Priority Populations

- People who inject drugs
- Pregnant and postpartum women (and their children)
- Justice-involved individuals returning to the community
- Individuals who identify as LGBTQ
- Veterans

Experience to Build On

- Cabell County experience
- OUD prevention in Strategic Planning Framework
- MAT Hub and Spoke, including Comprehensive Opioid Addiction Treatment (COAT)
- Quick Response Team (QRT) and Law Enforcement Assisted Diversion (LEAD)
- Provider Response Organization for Addiction Care and Treatment (PROACT), Project ENGAGE, (community-based treatment and recovery services)
- Motivational Interviewing skills (MI), Trauma-responsive Care & Systems, Mental Health First Aid (MHFA)
- Peers

Award Funding Sources

- Funding source: SAMHSA State Opioid Response Grant
- Each AFA has a dedicated source of funds and a specific set of rules that may apply to each source of funds.
- Refer to the Catalog of Federal Domestic Assistance (CFDA) or the Office and Management and Budget (OMB) circulars for questions pertaining to specific permissible and/or prohibited budgetary items considered for inclusion in proposed budgets.

Common Proposal Elements

- Organizational Information
- Elevator Message (paragraph)
- Abstract-1 Page Summary (may be included in Narrative)
- Narrative
- Budget and Budget Narrative

Purpose of the Narrative

- *Telling and selling your story*
- Conveying a concept-explaining an idea
- Convincing others
- Creating a roadmap from start to finish
- Convincing **strangers to invest in your project**

Parts of the Narrative

- Narrative establishes need or justification
- Goal/intent/program - What you are going to do with the money?
- Methodology/procedures for implementation
- Evaluation - How are we going to know you did what you said you were going to do?
- Timeline
- Dissemination of results

Budgets and Budget Narratives

- Common categories
- Personnel to include salary and benefits
- Travel details
- Equipment
- Supplies
- Contractual
- Other costs
- Facilities and administration (indirect)

Technology and Proposal Writing

- Online submission
- Downloading software
- Compressing large documents
- No last minute submissions!

Example: www.grants.gov

Rules for Writing

- Stay away from jargon.
- Avoid words that are trendy.
- Do not use abbreviations.
- Do not try to sound like an “intellectual” by using big words, but be “smart.”
- Don’t use phrases over and over.
- Watch for unclear inferences.

The Nasty Nine

1. Fragmentation
2. Reactive Mode
3. Prescriptive Programs (One Size Fits All)
4. Superficial Networking
5. Lack of Evaluation
6. Lack of Strategic Planning
7. Lack of Clear Leadership
8. Target Population Viewed/Treated as Objects
9. Diffused Mission

The Needed Nine

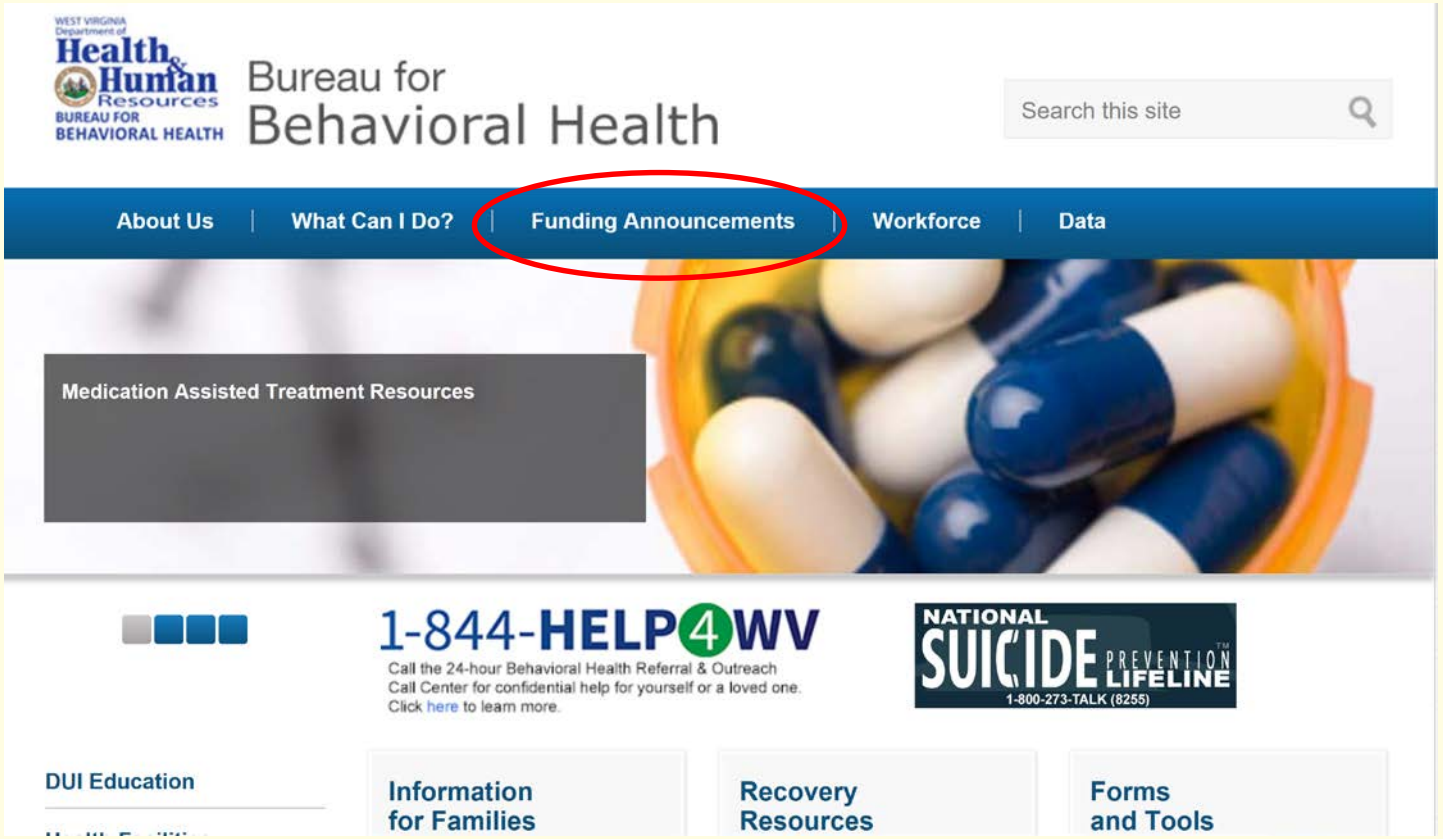
1. Creative Collaboration
2. Proactive Thinking
3. Developmental Initiatives
4. Transformational Networking
5. Practical Evaluation
6. System Level Planning
7. Nurtured Leadership
8. Target Population viewed as Resource
9. Clear Mission & Cultural Clarity

Beatitudes of Grant Writing

1. Blessed are they who write simple sentences, for they shall be understood.
2. Blessed are the realistic, for they truly know themselves.
3. Blessed are the competent, for they can make it without us.
4. Blessed are they who have a good reputation for they shall walk in sunshine.
5. Blessed are they who have community support, for they shall flourish.
6. Blessed are they who know how to manage money, for they shall never be sued.

Where do I find an AFA?

1. Visit the BBH website at http://www.dhhr.wv.gov/bhhf
2. Click 'Funding Announcements' Link on Homepage



BBH AFA Materials

Fax: (304) 558-1008

Main Office Hours:
M - F 8:30 to 4:30

State Opioid Response (SOR) Grant SAMHSA Funding Opportunity no. TI-18-015

Purpose: Address the opioid crisis by increasing access to evidence based medication assisted treatment; reducing unmet treatment need; and reducing opioid related overdose related deaths through provision of prevention, treatment and recovery activities for OUD.

Announcements of Funding Availability

AFA 2-2019-SA SOR Peer Recovery Support Services Statewide

AFA 1-2019-SA SOR Community Innovation Grants for Treatment Access and Retention Statewide

AFA Assurance Statement
AFA Proposal Template

Frequently Asked Questions (FAQs)
12.17.18 FAQs

SOR Projects Funded or In Process
12.17.18

Resources
WVSOR Grant Application to SAMSHA
SAMSHA SOR FAQs
Presentation: State Opioid Response (SOR) Grant: Building a Strategy for West Virginia November 2018

Click to access :

1. AFA Document
2. AFA Assurance Statement
3. AFA Proposal Template
4. AFA Frequently Asked Questions (FAQ)

AFA Title Page

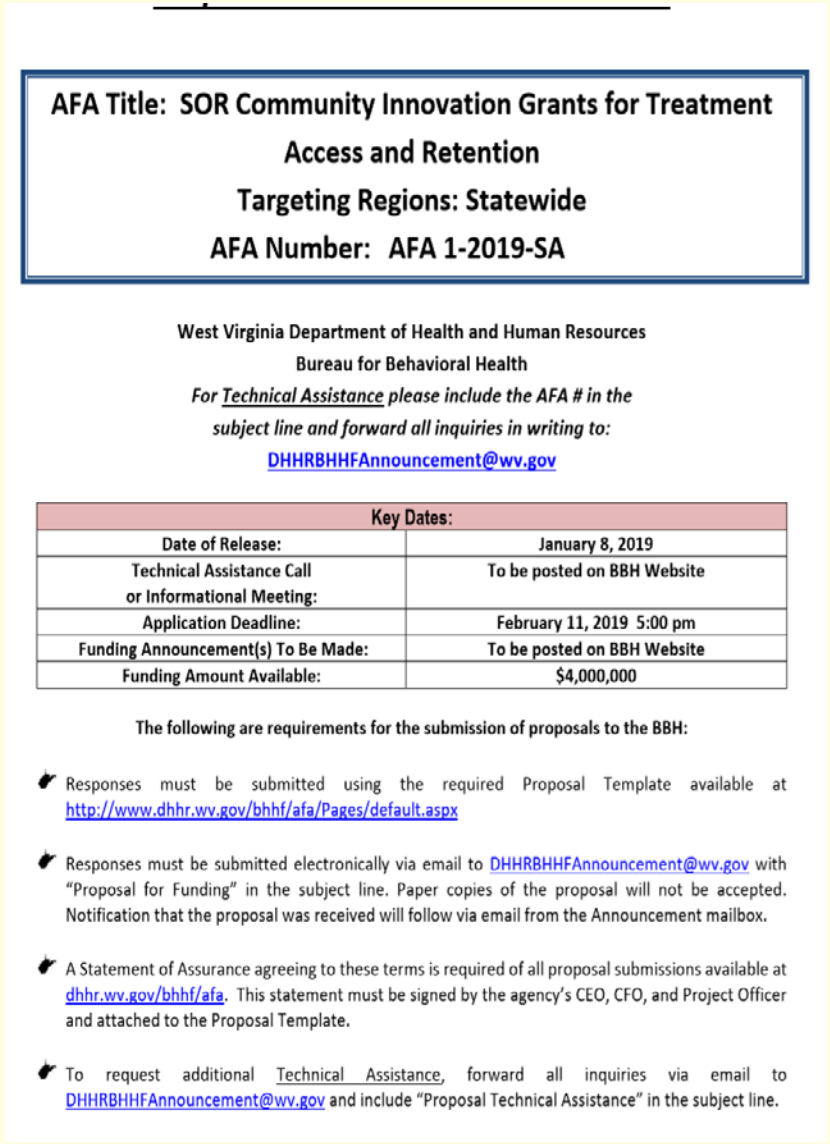
AFA Title: Service Name

AFA Number: Unique code to identify AFA

MUST USE to submit additional AFA questions!

AFA Deadlines:
No exceptions granted
Any deadline changes will be posted to BBH website

AFA Disclaimer:
Submit completely, correctly and on time



AFA Title: SOR Community Innovation Grants for Treatment Access and Retention
Targeting Regions: Statewide
AFA Number: AFA 1-2019-SA

West Virginia Department of Health and Human Resources
Bureau for Behavioral Health
For Technical Assistance please include the AFA # in the subject line and forward all inquiries in writing to:
DHHRBHHFAnnouncement@wv.gov

Key Dates:	
Date of Release:	January 8, 2019
Technical Assistance Call or Informational Meeting:	To be posted on BBH Website
Application Deadline:	February 11, 2019 5:00 pm
Funding Announcement(s) To Be Made:	To be posted on BBH Website
Funding Amount Available:	$4,000,000

The following are requirements for the submission of proposals to the BBH:

- Responses must be submitted using the required Proposal Template available at http://www.dhhr.wv.gov/bhhf/afa/Pages/default.aspx
- Responses must be submitted electronically via email to DHHRBHHFAnnouncement@wv.gov with "Proposal for Funding" in the subject line. Paper copies of the proposal will not be accepted. Notification that the proposal was received will follow via email from the Announcement mailbox.
- A Statement of Assurance agreeing to these terms is required of all proposal submissions available at dhhr.wv.gov/bhhf/afa. This statement must be signed by the agency's CEO, CFO, and Project Officer and attached to the Proposal Template.
- To request additional Technical Assistance, forward all inquiries via email to DHHRBHHFAnnouncement@wv.gov and include "Proposal Technical Assistance" in the subject line.

AFA Key Components

- Funding Availability: Outlines the specifications and guidelines for award money eligibility
- Introduction: Provides explanation of guiding principles for AFA
- Services Description: Provides service details, standards, and expectations to be used when developing a grant proposal
- Proposal Instructions/Requirements: Outlines applicant eligibility, proposal components, guidelines and required materials
- Proposal Outline: A content guide for the required portions of the proposal

AFA Key Components (Cont.)

- Legal Requirements: Describes applicant eligibility and responsibility
- Start Up Costs: Outlines how to submit a separate startup proposal
- Funding Reimbursement: Outlines reimbursement guidelines
- Allowable Cost: Outlines guidelines related to Federal grants management
- Cost Principles: Statement to establish Subpart E of 2 CFR 200 principles
- Cost Principles and Audit Requirements: Additional guidelines/standards relating to Title 2, Part 200 of the Code of Federal Regulations (2 CFR 200)

Applicant Legal Requirements

All applicants MUST provide proof of the following prior to being awarded grant funding:

- **501(c)3 status, if required**

- **Valid and active West Virginia business license**

  If not already registered as a vendor in WV, this must be completed by the award notification date or the vendor must provide proof of such application.

- **Valid Dun and Bradstreet or DUNS number**

- **Active System for Award Management (SAM) registration**

  Formerly Central Contractor Registration (CCR) number, visit https://www.sam.gov/index.html for more details.

Applicant Legal Requirements (Cont.)

Budget Form and Budget Narrative:

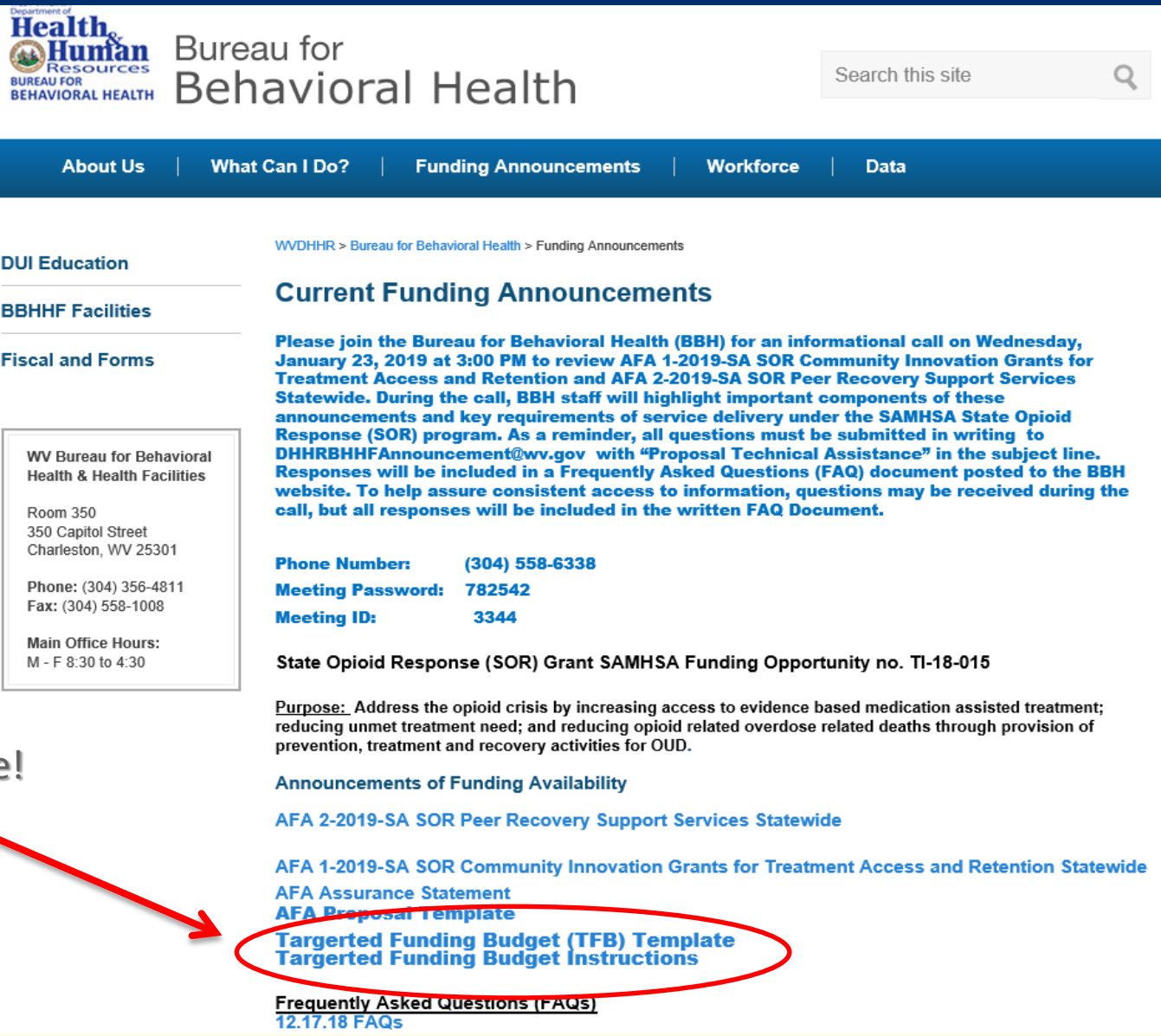
- **Proposed Target Funding Budget (TFB).**

- **Proposed Capital/Startup Budget (if applicable).**

- **Include budget narratives in Microsoft Word format for each TFB with specific details on how funds are to be expended**
  - ✓The budget narrative clarifies and supports the budget. The narrative should clearly specify the intent of and justify line items in the budget.
  - ✓Describe any potential for other funds of in kind support.

- **Include expenses for attending trainings and meetings as required by BBH.**

Where Do I Find Budget Forms?

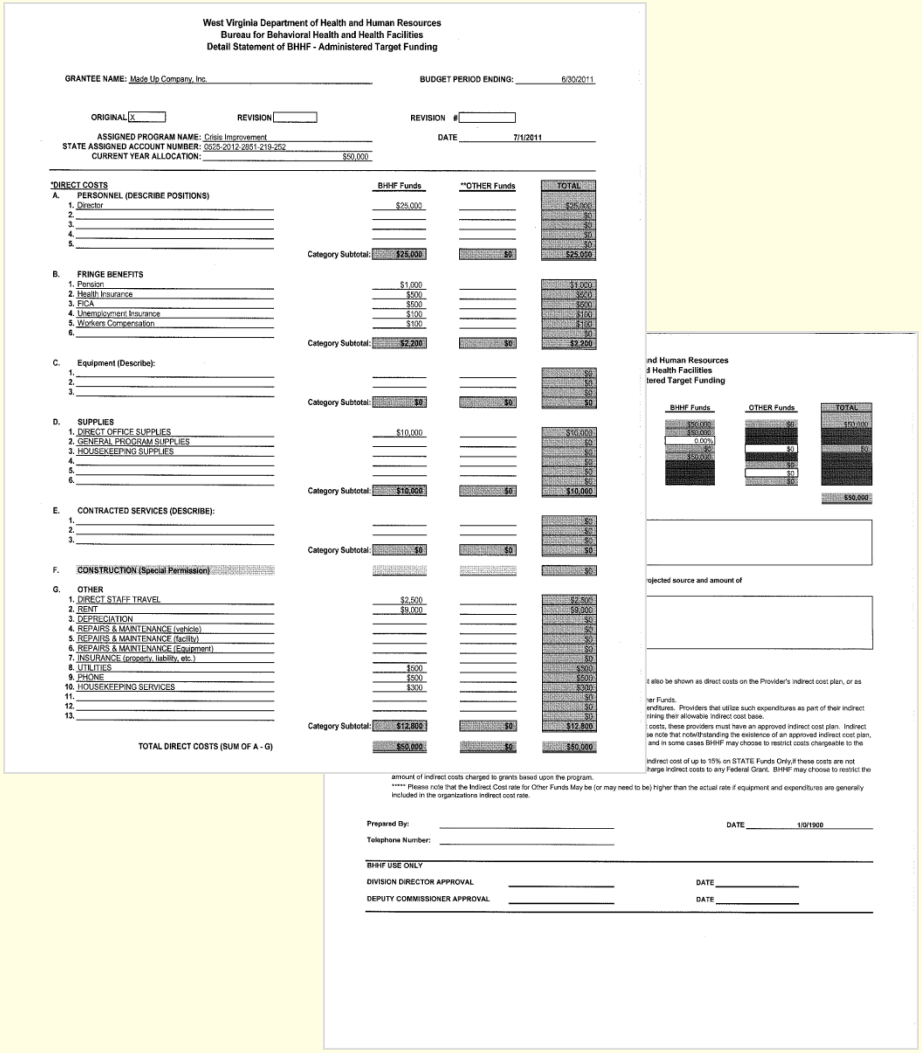


Click Here!

Applicant Budget Requirements

Targeted Funding Budget:

- Prepared by grantee & submitted to BBH Fiscal
- A *separate* Targeted Funding Budget for each program
- Each Targeted Funding Budget will have a coordinating budget narrative



West Virginia Department of Health and Human Resources
Bureau for Behavioral Health and Health Facilities
Detail Statement of BHHF - Administered Target Funding

GRANTEE NAME: Made Up Company, Inc. BUDGET PERIOD ENDING: 6/30/2011

ORIGINAL X REVISION REVISION #

ASSIGNED PROGRAM NAME: Crisis Improvement DATE 7/1/2011
STATE ASSIGNED ACCOUNT NUMBER: 0525-2012-2851-219-252
CURRENT YEAR ALLOCATION: $50,000

*DIRECT COSTS	BHHF Funds	**OTHER Funds	TOTAL
A. PERSONNEL (DESCRIBE POSITIONS)			
1. Director	$24,000		$25,000
2.			$0
3.			$0
4.			$0
5.			$0
Category Subtotal:	$25,000	$0	$25,000
B. FRINGE BENEFITS			
1. Pension	$1,000		$1,000
2. Health Insurance	$500		$500
3. FICA	$500		$500
4. Unemployment Insurance	$100		$100
5. Workers Compensation	$100		$100
6.			$0
Category Subtotal:	$2,200	$0	$2,200
C. Equipment (Describe):			
1.			$0
2.			$0
3.			$0
Category Subtotal:	$0	$0	$0
D. SUPPLIES			
1. DIRECT OFFICE SUPPLIES	$10,000		$10,000
2. GENERAL PROGRAM SUPPLIES			$0
3. HOUSEKEEPING SUPPLIES			$0
4.			$0
5.			$0
6.			$0
Category Subtotal:	$10,000	$0	$10,000
E. CONTRACTED SERVICES (DESCRIBE):			
1.			$0
2.			$0
3.			$0
Category Subtotal:	$0	$0	$0
F. CONSTRUCTION (Special Permission)			$0
G. OTHER			
1. DIRECT STAFF TRAVEL	$2,500		$2,500
2. RENT	$9,000		$9,000
3. DEPRECIATION			$0
4. REPAIRS & MAINTENANCE (vehicle)			$0
5. REPAIRS & MAINTENANCE (facility)			$0
6. REPAIRS & MAINTENANCE (Equipment)			$0
7. INSURANCE (property, liability, etc.)			$0
8. UTILITIES	$500		$500
9. PHONE	$500		$500
10. HOUSEKEEPING SERVICES	$300		$300
11.			$0
12.			$0
13.			$0
Category Subtotal:	$12,800	$0	$12,800
TOTAL DIRECT COSTS (SUM OF A - G)	$50,000	$0	$50,000

Prepared By: DATE 1/0/1900
Telephone Number:

BHHF USE ONLY
DIVISION DIRECTOR APPROVAL DATE
DEPUTY COMMISSIONER APPROVAL DATE

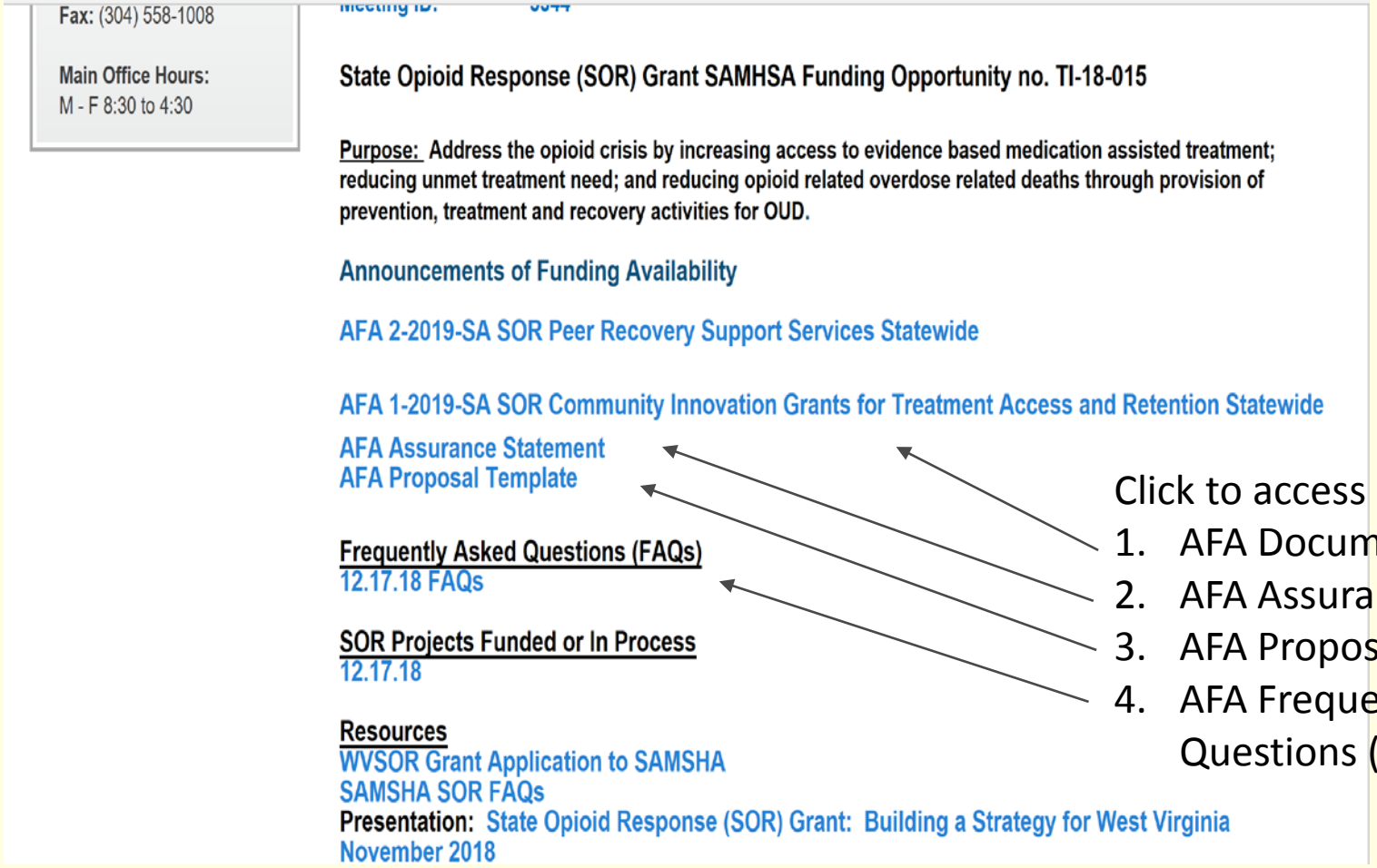
Fiscal and Grants Management Troubleshooting

- Dun and Bradstreet's Data Universal Numbering System (DUNS) Registration
- System for Awards Management (SAM) Registration
- Submit *all* requested budget forms in the appropriate format (TFB = Excel, Budget Narrative = Word Doc)
- Budget documents are required for resubmission if awarded funds

Proposal Submission Guidelines

- **Technical Assistance Request/Letter of Intent/Proposal Submission:**
  - ✓ Email to DHHRBHHFAnnouncement@wv.gov
- **AFA Proposal Template**
- **AFA Proposal Assurance Statement**

Proposal Submission Guidelines (Cont.)



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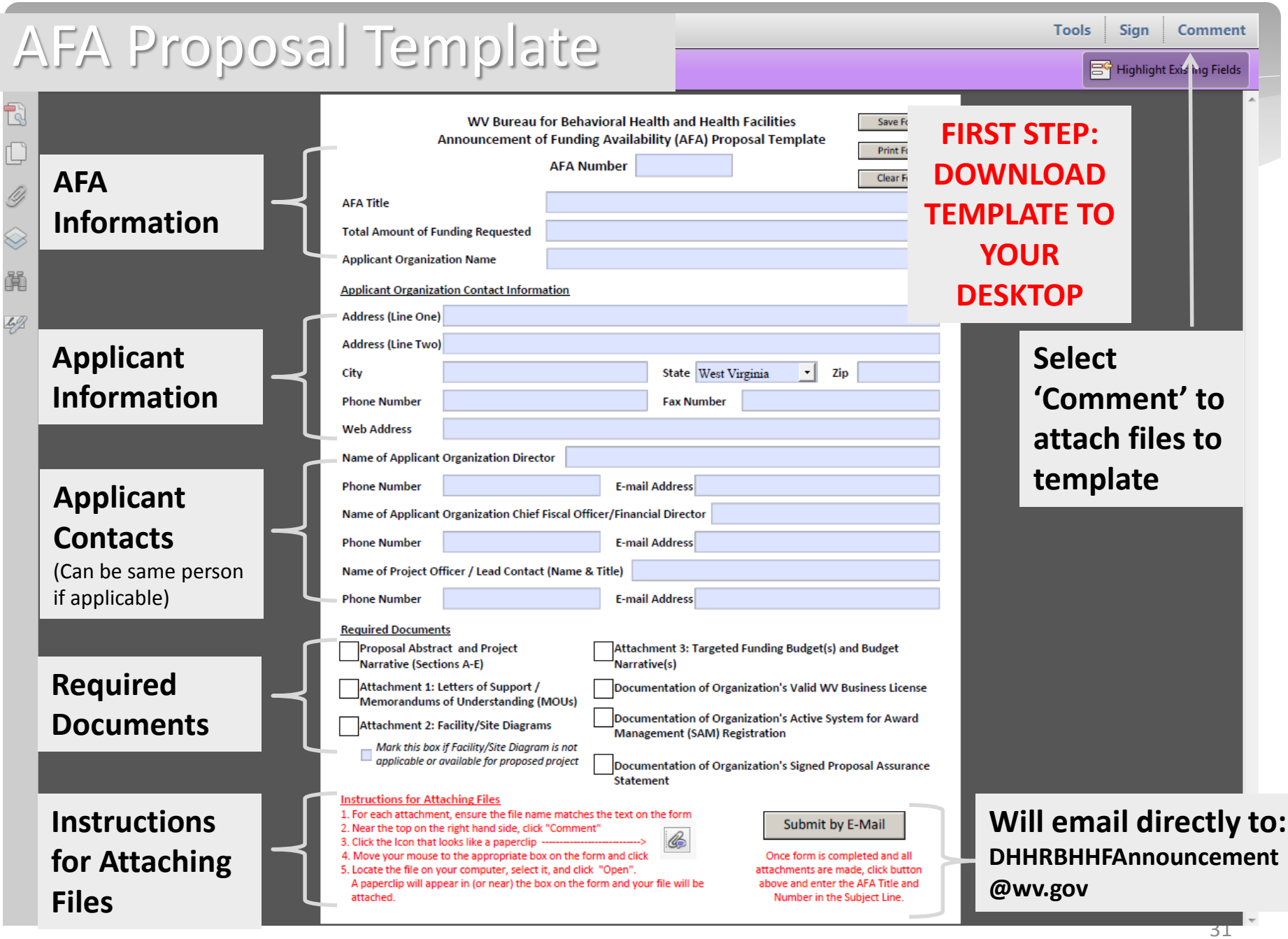
AFA Proposal Template



AFA Information

Applicant Information

Applicant Contacts
(Can be same person if applicable)

Required Documents

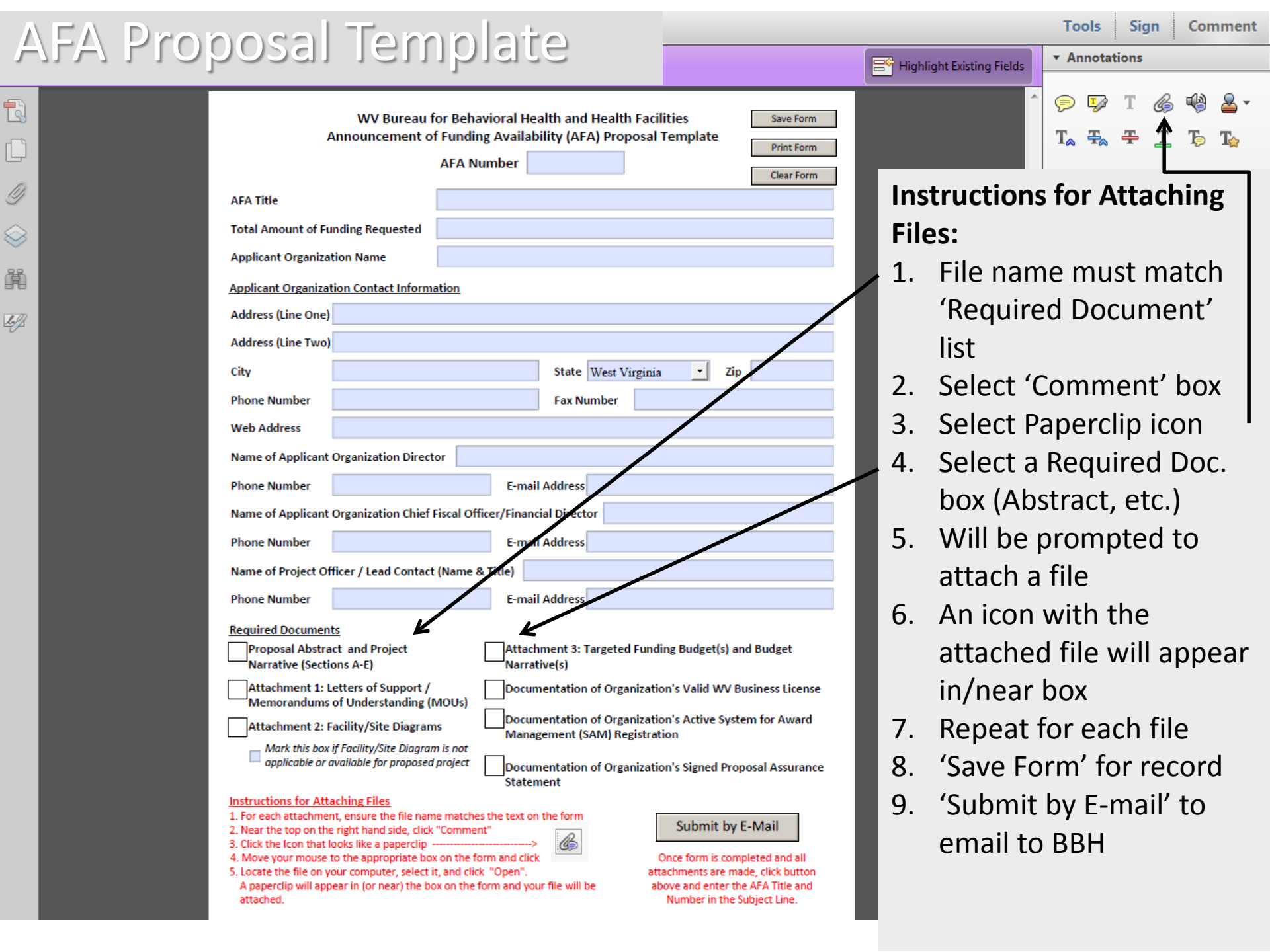
Instructions for Attaching Files

FIRST STEP: DOWNLOAD TEMPLATE TO YOUR DESKTOP

Select 'Comment' to attach files to template

Will email directly to: DHHRBHHFAnnouncement @wv.gov

AFA Proposal Template



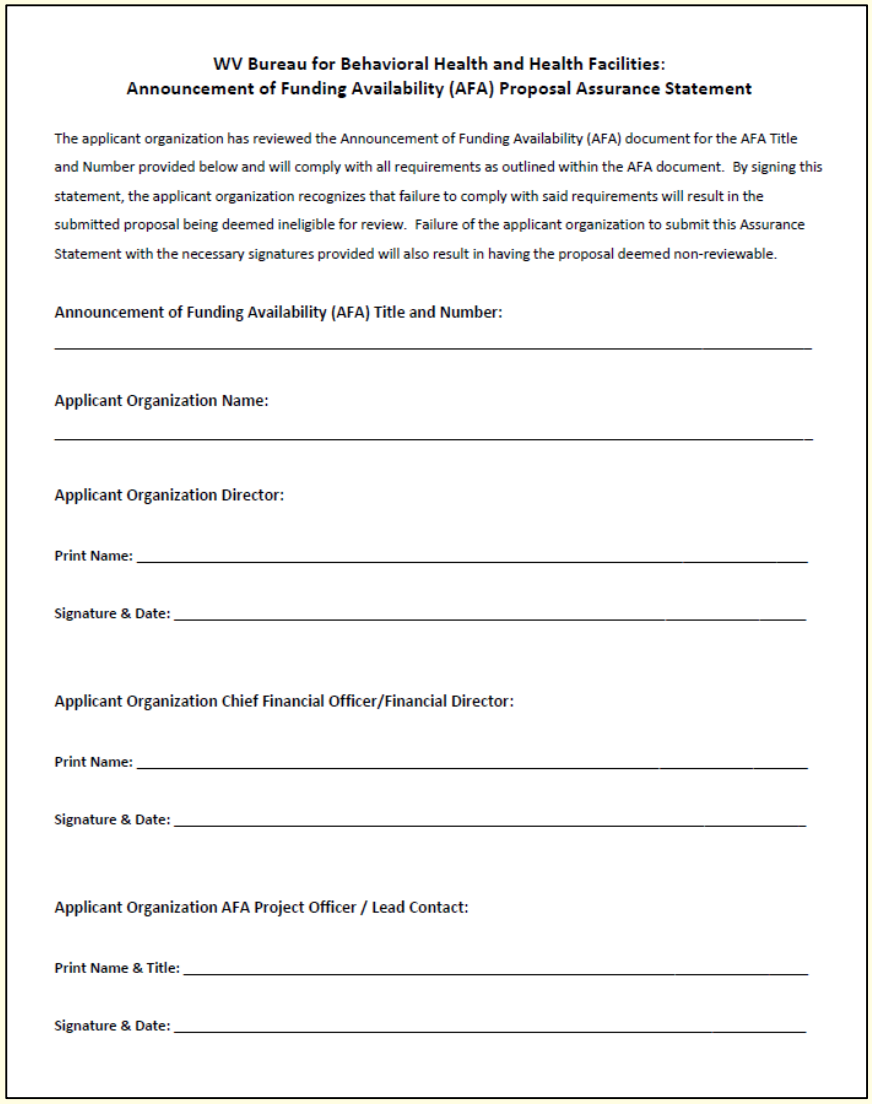
Instructions for Attaching Files:

1. File name must match ‘Required Document’ list
2. Select ‘Comment’ box
3. Select Paperclip icon
4. Select a Required Doc. box (Abstract, etc.)
5. Will be prompted to attach a file
6. An icon with the attached file will appear in/near box
7. Repeat for each file
8. ‘Save Form’ for record
9. ‘Submit by E-mail’ to email to BBH

Proposal Assurance Statement

AFA Proposal Assurance Statement:

- Purpose: Assure compliance with the administrative requirements set forth within the AFA
- Must be signed by Organization's CEO, CFO, and Project Officer (varies, may be same person)
- Must be completed & submit with each AFA



WV Bureau for Behavioral Health and Health Facilities:
Announcement of Funding Availability (AFA) Proposal Assurance Statement

The applicant organization has reviewed the Announcement of Funding Availability (AFA) document for the AFA Title and Number provided below and will comply with all requirements as outlined within the AFA document. By signing this statement, the applicant organization recognizes that failure to comply with said requirements will result in the submitted proposal being deemed ineligible for review. Failure of the applicant organization to submit this Assurance Statement with the necessary signatures provided will also result in having the proposal deemed non-reviewable.

Announcement of Funding Availability (AFA) Title and Number:

_____

Applicant Organization Name:

_____

Applicant Organization Director:

Print Name: _____

Signature & Date: _____

Applicant Organization Chief Financial Officer/Financial Director:

Print Name: _____

Signature & Date: _____

Applicant Organization AFA Project Officer / Lead Contact:

Print Name & Title: _____

Signature & Date: _____

Proposal Troubleshooting

- **Submission Preparation**
  - ✓ Test the 'Announcement' email account
  - ✓ Test the proposal template
  - ✓ Test proposal attachments prior to submission
  - ✓ Verify internet connectivity, etc.
  - ✓ Communicate issues to BBH ASAP
- **Submit Materials Correctly**
  - ✓ Use the correct email account
  - ✓ Prepare the *entire* proposal as instructed in the AFA
  - ✓ Include the AFA title/name in emails to 'Announcement' mailbox
  - ✓ Keep confirmation email received from 'Announcement' mailbox
- **Project Development: Don't copy/restate the AFA**
- **The Deadline Crisis**
  - ✓ All things that can go wrong at 4:55pm will (see Submission Prep)
  - ✓ Don't put *any* eggs in an 'extension request' basket
- **Take Advantage of Technical Assistance**
- **Don't go on Vacation!**

Grant Review Process

- **Programs Administrative Review**
  - ✓ Responsible Party: BBH Programs Staff
  - ✓ Letter of Intent and Proposal Submission Deadlines
  - ✓ Proper Formatting (Proposal Template) and Page Counts
  - ✓ Legal Documents
  - ✓ Attachments
- **Fiscal Administrative Review**
  - ✓ Responsible Party: BBH Fiscal Staff
  - ✓ List of Debarred and High Risk Grantees (LDHRG)
  - ✓ West Virginia Secretary of State Registration
  - ✓ Dun and Bradstreet Number (DUNS)/System for Awards Management (SAM) Registration
  - ✓ Excluded Parties Listing System (EPLS)
  - ✓ Budgetary Requirements (Narrative, Amounts, Documentation/Forms, Permissibility)
- **Proposal Review**
  - ✓ Responsible Party: Independent Review Team
  - ✓ Task: To review and score Proposal Content only
  - ✓ Each reviewer to generate Independent Review Score(s)
  - ✓ Face-to-Face, Review Team Meeting to generate Final Proposal Score(s)
  - ✓ Scores and Recommendations submitted to Executive Leadership

NOTE: Applicants must be available for proposal clarification through 'Award Announcement Date'

Contact Information

West Virginia Department of Health and Human Resources

Bureau for Behavioral Health

350 Capitol Street, Room 350

Charleston, West Virginia 25301

Phone: (304) 356-4811

Fax: (304) 558-1008